

TEAMS Collection File Formats

REVISED –August 12, 2013 (See list of revisions at end of this document.

This list contains file formats for the OPI TEAMS data collections. It includes the SEID Generation Table Definition, the Terms of Employment (TOE) Table Definition, and the Teacher-Class Table Definition. Please contact Joan Anderson at (406)444-0701 or janderson3@mt.gov if you have questions.

All Files must be Comma or Tab Delimited - Save in Excel as
Text (Tab Delimited) - .tsv* OR CSV (Comma Delimited) - .csv

SEID Generation Table Definition

FieldName	Definition	Example	Description	Notes
#SSN	Char(9)	331628736	Social Security Number	
#FirstName	Varchar(20)	Dean	First Name of Employee	
MiddleName	VarChar(20)	Allen	Middle Name of Employee	
#LastName	VarChar(50)	Johnson	Last Name of Employee	
#BirthDate	Char(10)	11011969	Birth Date of Employee	Zero Filled Month/Day with Slashes
GenderCode	Char(1)	M	Gender of Employee	M-Male, F-Female
*LocalTeacherID	VarChar(20)	23457	ID to identify teacher in local system	Optional on submission
*SEID	Numeric(10)	15688	SEID assigned to employee	Blank on submission – populated on the export back to the district

SEID Generation data is reported by the district paying the employee

Must be filled in to generate an SEID

* Optional Field

Code Values

GenderCode	Description
F	Female
M	Male

Terms of Employment Table Definition – Terms of Employment is reported by the district paying the employee.

FieldName	Definition	Example	Description	Notes
FY	Char(4)	2011	Fiscal Year	
LegalEntityCode	Char(4)	0197	Legal Entity Code (LE)	Zero Filled
SchoolCode	Char(4)	0004	School Code (SC)	Zero Filled, 0000 For District Wide
SEID	Numeric(10)	10293	State Educator Identifier (FOLIOID)	Right Aligned
EmploymentStartDate	Char(10)	07/01/2011	Employment Start Date	Zero Filled Month/Day with Slashes
EmploymentEndDate	Char(10)	06/30/2012	Employment End Date	Zero Filled Month/Day with Slashes
BaseSalary	Decimal(10,2)	46522.25	Base Salary Amount (Annual)	No Comma Right Aligned With Decimal
EmploymentDays	Decimal (6,2)	187.00	Number of Days	Right Aligned
EmploymentHours	Numeric (7,2)	1440.25	Number of Hours	No Comma Right Aligned
EmploymentFTE	Decimal(5,3)	1.000	Full Time Equivalent	No Comma Right Aligned With Decimal
EmploymentHoursCode	VarChar(10)	FULL	Full or Part Time	FULL or PART
EmploymentStatusCode	VarChar(10)	TEMP	Temporary or Permanent	TEMP or PERM
ItinerantEmployeeFlag	Char(1)	N	Is Employee Itinerant? N or Y	USED IN SPECIAL EDUCATION COOPS ONLY
PositionCode	Char (4)	TC01	The Position Code of the Employee	See Position Code list

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Code Values

EmploymentHoursCode	Description
FULL	Full Time
PART	Part Time

EmploymentStatusCode	Description
TEMP	Temporary
PERM	Permanent

ItinerantEmployeeFlag	Description
Y	Yes
N	No

for Spec Ed Cooperative positions only

Teacher Class Table Definition - Teacher Class data is reported by the school that is providing the class.

FieldName	Definition	Example	Description	Notes
FY	Char(4)	2011	Fiscal Year	
OwnerLegalEntityCode	Char(4)	0197	Legal Entity Code (LE) Owner of Teacher	
OwnerSchoolCode	Char(4)	0004	School Code (SC) Owner of Teacher	
LocationLegalEntityCode	Char(4)	0197	Legal Entity Code (LE) Location of Class	
LocationSchoolCode	Char(4)	0004	School Code (SC) Location of Class	
SEID	Numeric(10)	10293	State Employee Identifier (FOLIOID)	For licensed MT teachers, will normally match folio number.
*CourseCode	Char(5)	97121	Montana's K-12 Course Code (NCES Aligned)	(See K-12 Course Code List)
*SessionTypeCode	Char(2)	SM	Defines Term for Course Credit	(See SessionTypeCode Description)
*SessionNumber	Numeric(2)	1	Session Number of the SessionTypeCode	Numeric Value (1-12)
*SectionCode	VarChar(20)	1L	Identifies Unique Class	District-assigned
TeacherOfRecordFlag	Char(1)	Y	Is the Teacher the Teacher of Record? (Y/N)	(See TeacherOfRecordFlag)
SupportStaffTypeCode	Char(2)	TE	If Not the Teacher of Record, Is it Co Tch or Para?	(See SupportStaffTypeCode Descriptions)
CoTeacherTypeCode	Char(2)	GE	If SupportStaffTypeCode is Teacher, What Kind?	(See CoTeacherTypeCode Descriptions)
InstructionalParaTypeCode	Char(2)	SE	If SupportStaffTypeCode is Para, What Kind?	(See InstructionalParaTypeCode Descriptions)
AcademicLevelCode	Char(2)	GE	Defines the Academic Level of the Course	(See AcademicLevelCode Descriptions)
CreditAmount	Decimal(4,2)	1.00	Credits Earned by Student for the Course	
CourseSequence	Numeric(1)	1	Number of this Course in a Sequence of Courses	
CourseSequenceTotal	Numeric(1)	3	Total Courses in the Course Sequence	
DistrictCourseName	VarChar(50)	Algebra 1	District English Description of Course	
DistrictCourseNumber	VarChar(10)	ALG1	District Code for the Course	
GradeLowCode	Char(2)	10	Defines Low Grade of Class	(See GradeCode Descriptions)
GradeHighCode	Char(2)	12	Defines High Grade of Class	(See GradeCode Descriptions)
ClassStartDate	Char(10)	09/01/2011	Date when the Class Starts	Zero Filled Month/Day with Slashes
ClassEndDate	Char(10)	05/25/2012	Date when the Class Ends	Zero Filled Month/Day with Slashes
ClassEnroll	Numeric(3)	23	Number of Students Enrolled in this Class	
ClassMinutes	Numeric(5)	8100	Pupil Instruction Time in Minutes for this Course	
DistanceLearning	Char(1)	Y	Is Class Delivered via Distance Learning? (Y/N)	
DualEnrollmentCredit	Char(1)	Y	Is Dual Enrollment or Dual Credit Offered? (Y/N)	
AlternativeEdPgm	Char(1)	Y	Is Class Part of Alternative Education Program? (Y/N)	

* Defines a unique class section of a course

Code Values

CourseCode definitions are beyond the scope of this document and will be distributed separately

SectionCode is a locally defined code that identifies the class uniquely to that school

TeacherOfRecordFlag	Description
Y	Yes
N	No

SessionTypeCode	Description
SY	Full School Year
SM	Semester
TM	Trimester
QT	Quarter
QN	Quinmester
MT	Mini Term
TW	Twelve Month
ST	Summer Term
IS	Inter Session
LS	Long Session

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InstructionalParaTypeCode	Description
GE	General Education
SE	Special Education
TI	Title 1
AE	Alternative Education Program
NA	Not Applicable

SupportStaffTypeCode	Description
TE	Teacher
IP	Instructional Parapro
FA	Facilitator
NA	Not Applicable

CoTeacherTypeCode	Description
GE	General Education
SE	Special Education
TI	Title 1
AE	Alternative Education
NA	Not Applicable

AcademicLevelCode	Description
SE	Special Education
RE	Remedial Education
GE	General Education
HO	Honors
EE	Enriched Education but not bearing another higher level designation
BE	Basic Education

GradeCode	Description
PK	Pre Kindergarten
KH	Half Day Kindergarten
KF	Full Day Kindergarten
P1	Transition 1st
01	1 st Grade
02	2 nd Grade
03	3 rd Grade
04	4 th Grade
05	5 th Grade
06	6 th Grade
07	7 th Grade
08	8 th Grade
09	9 th Grade
10	10 th Grade
11	11 th Grade
12	12 th Grade

The changes listed below were made in the OPI TEAMS Collection File Formats on August 12, 2013:

Clarified the format of import files into TEAMS must either be .CSV or .TSV files.

The changes listed below were made in the OPI TEAMS Collection File Formats on January 11, 2013:

Changed the ClassMinutes field under the Teacher-Class File Formats from Numeric(4) to Numeric(5).

Changed the CourseSequence and CourseSequenceTotal fields under the Teacher-Class list from Char(1) to Numeric(1).

TEAMS Collection File Formats

The changes listed below were made in the OPI TEAMS Collection File Formats on November 27, 2012:

Changes in the Teacher-Class File Format

Fields removed:

- PeriodCode

- BlockCode

- DeliveryMode

Under AcademicLevelCodes table - Removed GT Gifted and Talented, AP Advanced Placement, IB International Baccalaureate, and DE DualEnrollment/DualCredit.

Field names changed:

- AcademicRigorCode changed to AcademicLevelCode

- ClassSequence changed to CourseSequence

- ClassSequenceTotal changed to CourseSequenceTotal

- DistrictClassName changed to DistrictCourseName

- DistrictClassNumber changed to DistrictCourseNumber

Fields added:

- ClassEnroll

- ClassMinutes

- DistanceLearning (moved from Delivery Mode table, now a flag in main record)

- DualEnrollmentCredit (moved from Delivery Mode table, now a flag in main record)

- AlternativeEdPgm (moved from Delivery Mode table, now a flag in main record)

Tables removed:

- DeliveryModeCode table

- PeriodCode table

- BlockCode table

Changes in the Student-Class File Format

Removed entire Student-Class Table and all related code value tables. This data will not be collected in TEAMS.